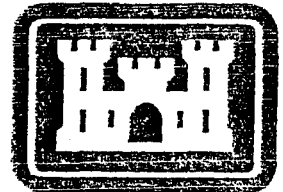


United States Army Corps of Engineers

Regulatory Program

Applicant Information



INTRODUCTION

This pamphlet is designed to assist you in applying for a Department of the Army permit from the Corps of Engineers. The pamphlet is not intended to be a complete description of all aspects of the permit program, but will provide general information of a non-technical nature and specific guidance on how to complete a permit application. Full explanation of the program may be found in Title 33 Code of Federal Regulation, Parts 320

through 330. These regulations are available for review at the Corps of Engineers District offices listed at the back of this pamphlet. Answers to technical questions and detailed information about special aspects of the program that pertain to your geographical area and your proposed activity may also be obtained from Corps of Engineers District offices.

John F. Wall
Major General, USA
Director of Civil Work

CONTENTS

	Page
General Information	2
Authority for the Regulatory Program	2
Explanation of Some Commonly Used Terms	3
Questions That Are Frequently Asked	4
The Permit Application	6
General	6
Typical Processing Procedure for a Standard Individual Permit	7
Evaluation Factors	8
Forms and Permits	9
Instructions for Preparing an Application	10
Sample Application	12
Drawings	14
General Information	14
Vicinity Map	14
Plan View	14
Elevation and/or Cross Section View	15
Notes on Drawings	15
Sample Drawings	16
Divisions and Districts for Regulatory Activities (Map)	18
Locations of Regulatory Offices	20

Authority for the Regulatory Program

The U.S. Army Corps of Engineers has been regulating activities in the nation's waters since 1890. Until the 1960's the primary purpose of the regulatory program was to protect navigation. Since then, as a result of laws and court decisions, the program has been broadened so that it now considers the full public interest for both the protection and utilization of water resources.

The regulatory authorities and responsibilities of the Corps of Engineers are based on the following laws:

- ☐ **Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403)** prohibits the obstruction or alteration of navigable waters of the United States without a permit from the Corps of Engineers.
- ☐ **Section 404 of the Clean Water Act (33 U.S.C. 1344).** Section 301 of this Act prohibits the discharge of dredged or fill material into waters of the United States without a permit from the Corps of Engineers.

- ☐ **Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972, as amended (33 U.S.C. 1413)** authorizes the Corps of Engineers to issue permits for the transportation of dredged material for the purpose of dumping it into ocean waters.

Other laws may also affect the processing of applications for Corps of Engineers permits. Among these are the National Environmental Policy Act, the Coastal Zone Management Act, the Fish and Wildlife Coordination Act, the Endangered Species Act, the National Historic Preservation Act, the Deepwater Port Act, the Federal Power Act, the Marine Mammal Protection Act, the Wild and Scenic Rivers Act, and the National Fishing Enhancement Act of 1984..

Explanation of Some Commonly Used Terms

Certain terms which are closely associated with the regulatory program are explained briefly in this section. If you need more detailed definitions, refer to the Code of Federal Regulations (33 CFR Parts 320 through 330) or contact a Corps district regulatory office.

Activity(ies) as used in this pamphlet includes structures (for example a pier, wharf, bulkhead, or jetty) and work (which includes dredging, disposal of dredged material, filling, excavation or other modification of a navigable water of the United States).

Navigable Waters of the United States are those waters of the United States that are subject to the ebb and flow of the tide shoreward to the mean high water mark and/or are presently used, or have been used in the past or may be susceptible to use to transport interstate or foreign commerce. These are waters that are navigable in the traditional sense where permits are required for certain activities pursuant to Section 10 of the Rivers and Harbors Act. This term should not be confused with the term *waters of the United States* below.

Waters of the United States is a broader term than navigable waters of the United States defined above. Included are adjacent wetlands and tributaries to navigable waters of the United States and other waters where the degradation or destruction of which could affect interstate or foreign commerce. These are the waters where permits are required for the discharge of dredged or fill material pursuant to Section 404 of the Clean Water Act.

Pre-application Consultation is one or more meetings between members of the district engineer's staff and an applicant and his agent or his consultant. A pre-application consultation is usually related to applications

for major activities and may involve discussion of alternatives, environmental documents, National Environmental Policy Act procedures, and development of the scope of the data required when an environmental impact statement is required.

Public Hearings may be held to acquire information and give the public the opportunity to present views and opinions. The Corps may hold a hearing or participate in joint public hearings with other Federal or state agencies. The district engineer may specify in the public notice that a hearing will be held. In addition, any person may request in writing during the comment period that a hearing be held. Specific reasons must be given as to the need for a hearing. The district engineer may attempt to resolve the issue informally or he may set the date for a public hearing. Hearings are held at times and places that are convenient for the interested public. Very few applications involve a public hearing.

The Public Interest Review is the term which refers to the evaluation of a proposed activity to determine probable impacts. Expected benefits are balanced against reasonably foreseeable detriments. All relevant factors are weighed. Corps policy is to provide applicants with a timely and carefully weighed decision which reflects the public interest.

Public Notice is the primary method of advising interested public agencies and private parties of the proposed activity and of soliciting comments and information necessary to evaluate the probable impact on the public interest. Upon request, anyone's name will be added to the distribution list to receive public notices.

Waterbody is a river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean, or other water area.

Questions That Are Frequently Asked

Various questions are often asked about the regulatory program. It is hoped that these answers will help you to understand the program better.

Q. When should I apply for a Corps permit?

A. Since two to three months is normally required to process a routine application involving a public notice, you should apply as early as possible to be sure you have all required approvals before your planned commencement date. For a large or complex activity that may take longer, it is often helpful to have a "pre-application consultation" or informal meeting with the Corps during the early planning phase of your project. You may receive helpful information at this point which could prevent delays later. When in doubt as to whether a permit may be required or what you need to do, don't hesitate to call a district regulatory office.

Q. I have obtained permits from local and state governments. Why do I have to get a permit from the Corps of Engineers?

A. It is possible you may not have to obtain an individual permit, depending on the type or location of work. The Corps has many general permits which authorize minor activities without the need for individual processing. Check with your Corps district regulatory office for information on general permits. When a general permit does not apply, you may still be required to obtain an individual permit.

Q. What will happen if I do work without getting a permit from the Corps?

A. Performing unauthorized work in waters of the United States or failure to comply with terms of a valid permit can have

serious consequences. You would be in violation of Federal law and could face stiff penalties, including fines and /or requirements to restore the area.

Enforcement is an important part of the Corps regulatory program. Corps surveillance and monitoring activities are often aided by various agencies, groups, and individuals, who report suspected violations. When in doubt as to whether a planned activity needs a permit, contact the nearest district regulatory office. It could save a lot of unnecessary trouble later.

Q. How can I obtain further information about permit requirements?

A. Information about the regulatory program is available from any Corps district regulatory office. Addresses and telephone numbers of offices are listed at the back of this pamphlet. Information may also be obtained from the water resource agency in your state.

Q. Why should I waste my time and yours by applying for a permit when you probably won't let me do the work anyway?

A. Nationwide, only three percent of all requests for permits are denied. Those few applicants who have been denied permits usually have refused to change the design, timing, or location of the proposed activity. When a permit is denied, an applicant may redesign the project and submit a new application. To avoid unnecessary delays pre-application conferences, particularly for applications for major activities, are recommended. The Corps will endeavor to give you helpful information, including factors which will be considered during the public interest review, and alternatives to consider that may prove to be useful in designing a project.

Q. What is a wetland and what is its value?

A. Wetlands are areas that are periodically or permanently inundated by surface or ground water and support vegetation adapted for life in saturated soil. Wetlands include swamps, marshes, bogs and similar areas. A significant natural resource, wetlands serve important functions relating to fish and wildlife; food chain production; habitat; nesting; spawning; rearing and resting sites for aquatic and land species; protection of other areas from wave action and erosion; storage areas for storm and flood waters; natural recharge areas where ground and surface water are interconnected; and natural water filtration and purification functions.

Although individual alterations of wetlands may constitute a minor change, the cumulative effect of numerous changes often results in major damage to wetland resources. The review of applications for alteration of wetlands will include consideration of whether the proposed activity is dependent upon being located in an aquatic environment.

Q. How can I design my project to eliminate the need for a Corps permit?

A. If your activity is located in an area of tidal waters, the best way to avoid the need for a permit is to select a site that is above the high tide line and avoids wetlands or other waterbodies. In the vicinity of fresh water, stay above ordinary high water and avoid wetlands adjacent to the stream or lake. Also, it is possible that your activity is exempt and does not need a Corps permit or that it has been authorized by a nationwide or regional general permit. So, before you build, dredge or fill, contact the Corps district regulatory office in your area for specific information about location, exemptions, and regional and nationwide general permits.

General

The application form used to apply for a permit is Engineer Form 4345, *Application for a Department of the Army Permit*. You can obtain the application from one of the Corps of Engineers district regulatory offices listed in the back of this pamphlet. Some offices may use a slightly modified form for joint processing with a state agency; however, the required information is basically the same. It is important that you provide complete information in the requested format. If incomplete information is provided, processing of your application will be delayed. This information will be used to determine the appropriate form of authorization, and to evaluate your proposal. Some categories of activities have been previously authorized by nationwide or regional permits, and no further Corps approvals are required. Others may qualify for abbreviated permit processing, with authorizations in the form of letters of permission, in which a permit decision can usually be reached in less than 30 days. For other activities, a Public Notice may be required to notify Federal, state, and local agencies, adjacent property owners, and the general public of the proposal to allow an opportunity for review and comment or to request a public hearing. Most applications involving Public Notices are completed within four months and many are completed within 60 days.

The district engineer will begin to process your application immediately upon receipt of all required information. You will be sent an acknowledgement of its receipt and the application number assigned to your file. You should refer to this number when inquiring about your application. Your proposal will be reviewed, balancing the need and expected benefits against the probable impacts of the work, taking into consideration all comments received and other relevant factors. This process is called the *public interest review*. The Corps goal is to reach a decision regarding permit issuance or denial within 60 days of receipt of a complete application. However, some complex activities, issues, or requirements of law may prevent the district engineer from meeting this goal.

For any specific information on the evaluation process, filling out the application forms, or the status of your application, you should contact the regulatory branch of the Corps of Engineers district office which has jurisdiction over the area where you plan to do the work.

Typical Processing Procedure for a Standard Individual Permit

1. Preapplication consultation (optional)
2. Applicant submits ENG Form 4345 to district regulatory office*
3. Application received and assigned identification number
4. Public notice issued (within 15 days of receiving all information)
5. 15 to 30 day comment period depending upon nature of activity
6. Proposal is reviewed** by Corps and:
 - Public
 - Special interest groups
 - Local agencies
 - State agencies
 - Federal agencies
7. Corps considers all comments
8. Other federal agencies consulted, if appropriate
9. District engineer may ask applicant to provide additional information
10. Public hearing held, if needed
11. District engineer makes decision
12. Permit issued
 - or
 - Permit denied and applicant advised of reason...

*A local variation, often a joint federal-state application form may be submitted.

**Review period may be extended if applicant fails to submit information or due to requirements of certain laws.

Evaluation Factors

The decision whether to grant or deny a permit is based on a public interest review of the probable impact of the proposed activity and its intended use. Benefits and detriments are balanced by considering effects on items such as:

- conservation
- economics
- aesthetics
- general environmental concerns
- wetlands
- cultural values
- fish and wildlife values
- flood hazards
- floodplain values
- food and fiber production
- navigation
- shore erosion and accretion
- recreation
- water supply and conservation
- water quality
- energy needs
- safety
- needs and welfare of the people
- considerations of private ownership

The following general criteria will be considered in the evaluation of every application:

- ☐ the relative extent of the public and private need for the proposed activity;
- ☐ the practicability of using reasonable alternative locations and methods to accomplish the objective of the proposed activity; and
- ☐ the extent and permanence of the beneficial and/or detrimental effects which the proposed activity is likely to have on the public and private uses to which the area is suited.

Section 404(b) (1) of the Clean Water Act

If your project involves the discharge of dredged or fill material, it will be necessary for the Corps to evaluate your proposed activity under the Section 404(b)(1) guidelines prepared by the Environmental Protection Agency. The guidelines restrict discharges into aquatic areas where less environmentally damaging, practicable alternatives exist.

Forms and Permits

The following forms apply to the permit process:

Application

The form that you will need to initiate the review process is ENG Form 4345 or a joint Federal-state application that may be available in your state. The appropriate form may be obtained from the district regulatory office which has jurisdiction in the area where your proposed project is located.

Individual Permits

An individual permit may be issued as either ENG Form 1721, the standard permit, or as a Letter of Permission.

- ☐ A standard permit is one processed through the typical review procedures, (see page 7) which include public notice, opportunity for a public hearing, and receipt of comments. It is issued following a case-by-case evaluation of a specific activity.
- ☐ If work is minor or routine with minimum impacts and objections are unlikely, then it may qualify for a Letter of Permission (LOP). An LOP can be issued much more quickly than a standard permit since an individual public notice is not required. The District Engineer will notify you if your proposed activity qualifies for an LOP.

General Permits

In many cases the formal processing of a permit application is not required because of general permits already issued to the public at large by the Corps of Engineers. These are issued on a regional and nationwide basis.

Separate applications may not be required for activities authorized by a general permit; nevertheless, reporting may be required. For specific information on general permits, contact a district regulatory office.

ENG Form 4336

The third form, ENG Form 4336, is used to assist with surveillance for unauthorized activities. The form, which contains a description of authorized work, should be posted at the site of an authorized activity. If the Corps decides it is appropriate for you to post this form, it will be furnished to you when you receive your permit.

Fees. Fees are required for most permits. \$10.00 will be charged for a permit for a non-commercial activity; \$100.00 will be charged for a permit for a commercial or industrial activity. The district engineer will make the final decision as to the amount of the fee. Do not send a fee when you submit an application. When the Corps issues a permit, you will be notified and asked to submit the required fee payable to the Treasurer of the United States. No fees are charged for transferring a permit from one property owner to another, for Letters of Permission, or for any activities authorized by a general permit or for permits to governmental agencies.

Instructions for Preparing an Application

The instructions given below, together with the sample application and drawings, should help in completing the required application form. If you have additional questions, do not hesitate to contact the district regulatory office.

Block Number 1. Application Number.

Leave this block blank. When your completed application is received, it will be assigned a number for identification. You will be notified of the number in an acknowledgement letter. Please refer to this number in any correspondence or inquiry concerning your application.

Block 2. Name and address of applicant(s). Fill in name, mailing address, and telephone number(s) for all applicants. The telephone number(s) should be a number where you can be reached during business hours. If space is needed for additional names, attach a sheet of white, 8½ × 11 inch paper labeled "Block 2 Continued."

Block 3. Name, address and title of authorized agent. It is not necessary to have an agent represent you; however, if you do, fill in the agent's name, address, title and telephone number(s). If your agent is submitting and signing the application, you must fill out and sign the Statement of Authorization in Block 3.

Block 4. Detailed description of proposed activity. The written description and the drawings are the most important parts of the application. If there is not enough space in Block 4, (a), (b) or (c) attach additional sheet(s) of white, 8½ × 11 inch paper labeled "Block 4 Continued."

- a. **Activity.** Describe the overall activity. Give the approximate dimensions of structures, fills, excavations (lengths, widths, heights or depths).

- b. **Purpose.** Describe the purpose, need and intended use (public, private, commercial, or other use) of the proposed activity. Include a description of related facilities, if any, to be constructed on adjacent land. Give the date you plan to begin work on the activity and the date work is expected to be completed.

- c. **Discharge of Dredged or Fill Material.** If the activity will involve the discharge of dredged or fill material, describe the type (rock, sand, dirt, rubble, etc.), quantity (in cubic yards), and mode of transportation to the discharge site.

Block 5. Names and addresses of adjoining property owners, lessees, etc. whose property adjoins the waterbody. List complete names, addresses and zip codes of adjacent property owners (both public and private), lessee, etc., whose property also adjoins the waterbody or wetland, in order that they may be notified of the proposed activity. This information is usually available at the local tax assessor office. If more space is needed attach a sheet of white, 8½ × 11 inch paper labeled "Block 5 Continued."

Block 6. Waterbody and location on waterbody where activity exists or is proposed. Fill in the name of the waterbody and the river mile (if known) at the location of the activity. Include easily recognizable landmarks on the shore of the waterbody to aid in locating the site of the activity.

Block 7. Location and land where activity exists or is proposed. This information is used to locate the site. Give the street address of the property where the proposed activity will take place. If the site does not have a street address, give the best descriptive location (name or waterbody), names and/or numbers of roads or highways, name of nearest community or town, name of county and state, and directions, such as 2 miles east of Brown's Store on Route 105.

Do not use your home address unless that is the location of the proposed activity. Do not use a post office box number.

Block 8. Information about completed activity. Provide information about parts of the activity which may be complete. An activity may have been authorized by a previously issued permit, may exist from a time before a Corps permit was required or may be constructed on adjacent upland.

Block 9. Information about approvals or denials by other government agencies. You may need approval or certification from other Federal, interstate, state, or local government agencies for the activity described

in your application. Applications you have submitted, and approvals, certifications, or disapprovals that you have received should be recorded in Block 9. It is not necessary to obtain other Federal, state, and local permits before applying for a Corps of Engineers permit.

Block 10. Signature of applicant or agent. The application must be signed in Block 10 by the owner, lessee, or a duly authorized agent. The person named in Block 3 will be accepted as the officially designated agent of the applicant. The signature will be understood to be affirmation that the applicant possesses the requisite property interest to undertake the proposed activity.

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT

(33 CPH 325)

OMB APPROVAL NO. 0702-0036
Expires 30 June 1986

The Department of the Army permit program is authorized by Section 10 of the River and Harbor Act of 1899, Section 404 of the Clean Water Act and Section 103 of the Marine, Protection, Research and Sanctuaries Act. These laws require permits authorizing activities in or affecting navigable waters of the United States, the discharge of dredged or fill material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters. Information provided on this form will be used in evaluating the application for a permit. Information in this application is made a matter of public record through issuance of a public notice. Disclosure of the information requested is voluntary; however, the data requested are necessary in order to communicate with the applicant and to evaluate the permit application. If necessary information is not provided, the permit application cannot be processed nor can a permit be issued.

One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

1. APPLICATION NUMBER (To be assigned by Corps)

3. NAME, ADDRESS, AND TITLE OF AUTHORIZED AGENT

None

2. NAME AND ADDRESS OF APPLICANT

Fred R. Harris
852 West Branch Road
Blue Harbor, Maryland 21705

Telephone no. during business hours

A/C () _____ (Residence)

A/C () _____ (Office)

Telephone no. during business hours

A/C (501) 585-2779 (Residence)

A/C () _____ (Office)

Statement of Authorization: I hereby designate and authorize _____
to act in my behalf as my
agent in the processing of this permit application and to furnish, upon request,
supplemental information in support of the application.

SIGNATURE OF APPLICANT

DATE

4. DETAILED DESCRIPTION OF PROPOSED ACTIVITY

4a. ACTIVITY

Build timber bulkhead and pier and fill.

4b. PURPOSE

To provide boat access and prevent erosion of shoreline at my place of residence.

4c. DISCHARGE OF DREDGED OR FILL MATERIAL

Approximately 200 cubic yards of upland fill will be placed between new bulkhead and
existing shoreline.

5. NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS, LESSEES, ETC., WHOSE PROPERTY ALSO ADJOINS THE WATERWAY

Mary L. Clark
850 West Branch Road
Blue Harbor, Maryland 21703

(301) 585-8830

Harry N. Hampton
854 West Branch Road
Blue Harbor, Maryland 21703

(301) 585-3676

6. WATERBODY AND LOCATION ON WATERBODY WHERE ACTIVITY EXISTS OR IS PROPOSED

West Branch of the Haven River on Blue Harbor.

7. LOCATION ON LAND WHERE ACTIVITY EXISTS OR IS PROPOSED

ADDRESS:

852 West Branch Road

STREET, ROAD, ROUTE OR OTHER DESCRIPTIVE LOCATION

King Edward, Maryland 21703
COUNTY STATE ZIP CODE

Town of Blue Harbor

LOCAL GOVERNING BODY WITH JURISDICTION OVER SITE

8. Is any portion of the activity for which authorization is sought now completed?

☐ YES

☒ NO

If answer is "Yes" give reasons, month and year the activity was completed. Indicate the existing work on the drawings.

9. List all approvals or certifications and denials received from other federal, interstate, state or local agencies for any structures, construction, discharges or other activities described in this application.

ISSUING AGENCY	TYPE APPROVAL	IDENTIFICATION NO.	DATE OF APPLICATION	DATE OF APPROVAL	DATE OF DENIAL
Town of Blue Harbor	Zoning	BH25172	6/20/82	6/30/82	
Md DNR	Certification	DNR258WQ	6/11/82	8/12/82	

10. Application is hereby made for a permit or permits to authorize the activities described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities or I am acting as the duly authorized agent of the applicant.

Richard R. Harris
SIGNATURE OF APPLICANT

Oct. 15, 1982

DATE

SIGNATURE OF AGENT

DATE

The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in Block 3 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of The United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Do not send a permit processing fee with this application. The appropriate fee will be assessed when a permit is issued.

General Information

Three types of drawings—Vicinity, Plan, and Elevation—are required to accurately depict activities (See sample drawings on pages 16 and 17).

Submit one original, or good quality copy, of all drawings on 8½ x 11 inch white paper (tracing cloth or film may be used). Submit the fewest number of sheets necessary to adequately show the proposed activity. Drawings should be prepared in accordance with the general format of the samples, using block style lettering. Each page should have a title block. See check list below. Drawings do not have to be prepared by an engineer, but professional assistance may become necessary if the project is large or complex.

Leave a 1-inch margin at the top edge of each sheet for purposes of reproduction and binding.

In the title block of each sheet of drawings identify the proposed activity and include the name of the body of water; river mile (if applicable); name of county and state; name of applicant; number of the sheet and total number of sheets in set; and date the drawing was prepared.

Since drawings must be reproduced, use heavy dark lines. Color shading cannot be used; however, dot shading, hatching, or similar graphic symbols may be used to clarify line drawings.

Vicinity Map

The vicinity map you provide will be printed in any public notice that is issued and used by the Corps of Engineers and other reviewing agencies to locate the site of the proposed activity. You may use an existing road map or U.S. Geological Survey topographic map (scale 1:24,000) as the vicinity map. Please include sufficient details

to simplify locating the site from both the waterbody and from land. Identify the source of the map or chart from which the vicinity map was taken and, if not already shown, add the following:

- ☐ location of activity site (draw an arrow showing the exact location of the site on the map).
- ☐ latitude, longitude, river mile, if known, and/or other information that coincides with Block 6 on the application form.
- ☐ name of waterbody and the name of the larger creek, river, bay, etc., that the waterbody is immediately tributary to.
- ☐ names, descriptions and location of landmarks.
- ☐ name of all applicable political (county, parish, borough, town, city, etc.) jurisdictions.
- ☐ name of and distance to nearest town, community, or other identifying locations.
- ☐ names or numbers of all roads in the vicinity of the site.
- ☐ north arrow.
- ☐ scale.

Plan View

The plan view shows the proposed activity as if you were looking straight down on it from above. Your plan view should clearly show the following:

- ☐ Name of waterbody (river, creek, lake, wetland, etc.) and river mile (if known) at location of activity.
- ☐ Existing shorelines.
- ☐ Mean high and mean low water lines and maximum (spring) high tide line in tidal areas.
- ☐ Ordinary high water line and ordinary low water line if the proposed activity is located on a non-tidal waterbody.

- ☐ Average water depths around the activity.
- ☐ Dimensions of the activity and distance it extends from the high water line into the water.
- ☐ Distances to nearby Federal projects, if applicable.
- ☐ Distance between proposed activity and navigation channel, where applicable.
- ☐ Location of structures, if any, in navigable waters immediately adjacent to the proposed activity.
- ☐ Location of any wetlands (marshes, swamps, tidal flats, etc.)
- ☐ North arrow.
- ☐ Scale.
- ☐ If dredged material is involved, you must describe the type of material, number of cubic yards, method of handling, and the location of fill and spoil disposal area. The drawing should show proposed retention levees, weirs, and/or other means for retaining hydraulically placed materials.
- ☐ Mark the drawing to indicate previously completed portions of the activity.
- ☐ Water depth at waterward face of proposed activity or, if dredging is proposed, dredging and estimated disposal grades.
- ☐ Dimensions from mean high water line (in tidal waters) for proposed fill or float, or high tide line for pile supported platform. Describe any structures to be built on the platform.
- ☐ Cross section of excavation or fill, including approximate side slopes.
- ☐ Graphic or numerical scale.
- ☐ Principal dimensions of the activity.

Notes on Drawings*

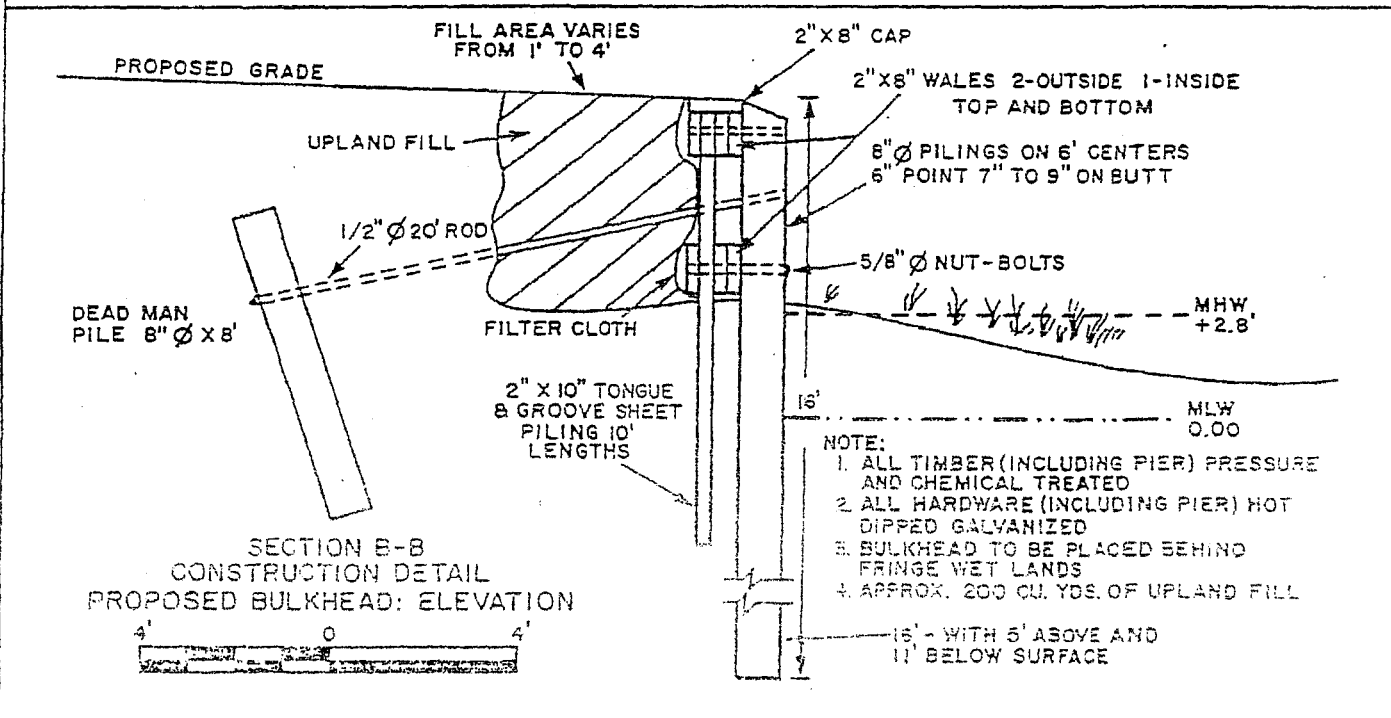
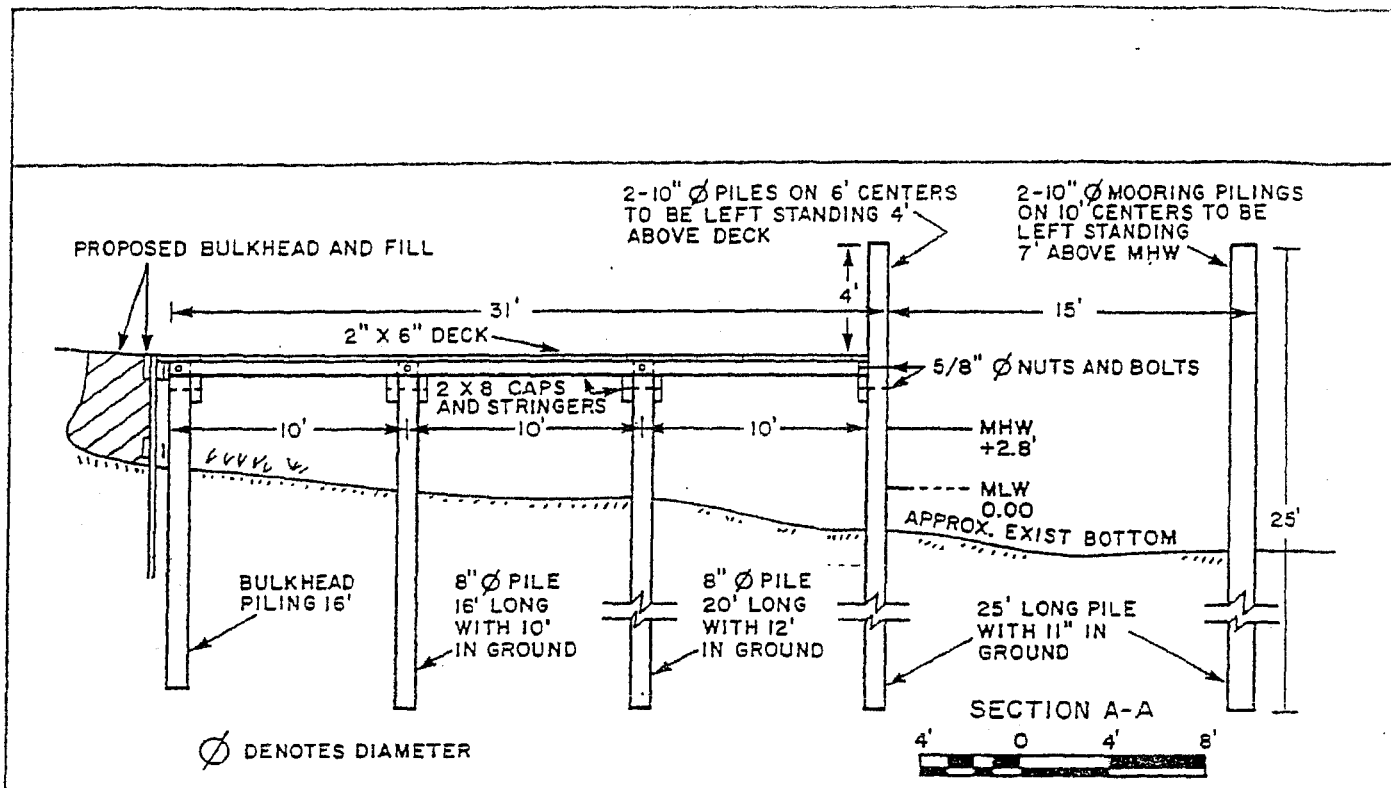
- ☐ Names of adjacent property owners who may be affected: Complete names and addresses should be shown in Block 5 on ENG Form 4345.
- ☐ Legal property description: Number, name of subdivision, block and lot number. Section, Township and Range (if applicable) from plot, deed or tax assessment.
- ☐ Photographs of the site of the proposed activity are not required; however, pictures are helpful and may be submitted as part of any application.

Elevation and/or Cross Section View

The elevation and/or cross section view is a scale drawing that shows the side, front, or rear of the proposed activity. If a section view is shown, it represents the proposed structure as it would appear if cut internally for display. Your elevation should clearly show the following:

- ☐ Water elevations as shown in the plan view.

*Drawings should be as clear and simple as possible (i.e., not too "busy")



PURPOSE: PREVENT EROSION AND PROVIDE BOATING ACCESS

DATUM: MLW

ADJACENT PROPERTY OWNERS:

1. MARY L. CLARK

2. HARRY N. HAMPTON

3.

SECTION VIEWS

FRED R. HARRIS
852 WEST BRANCH ROAD
BLUE HARBOR, MD 21703

PROPOSED BULKHEAD PIER AND FILL

IN: WEST BRANCH HAVEN RIVER

AT: BLUE HARBOR

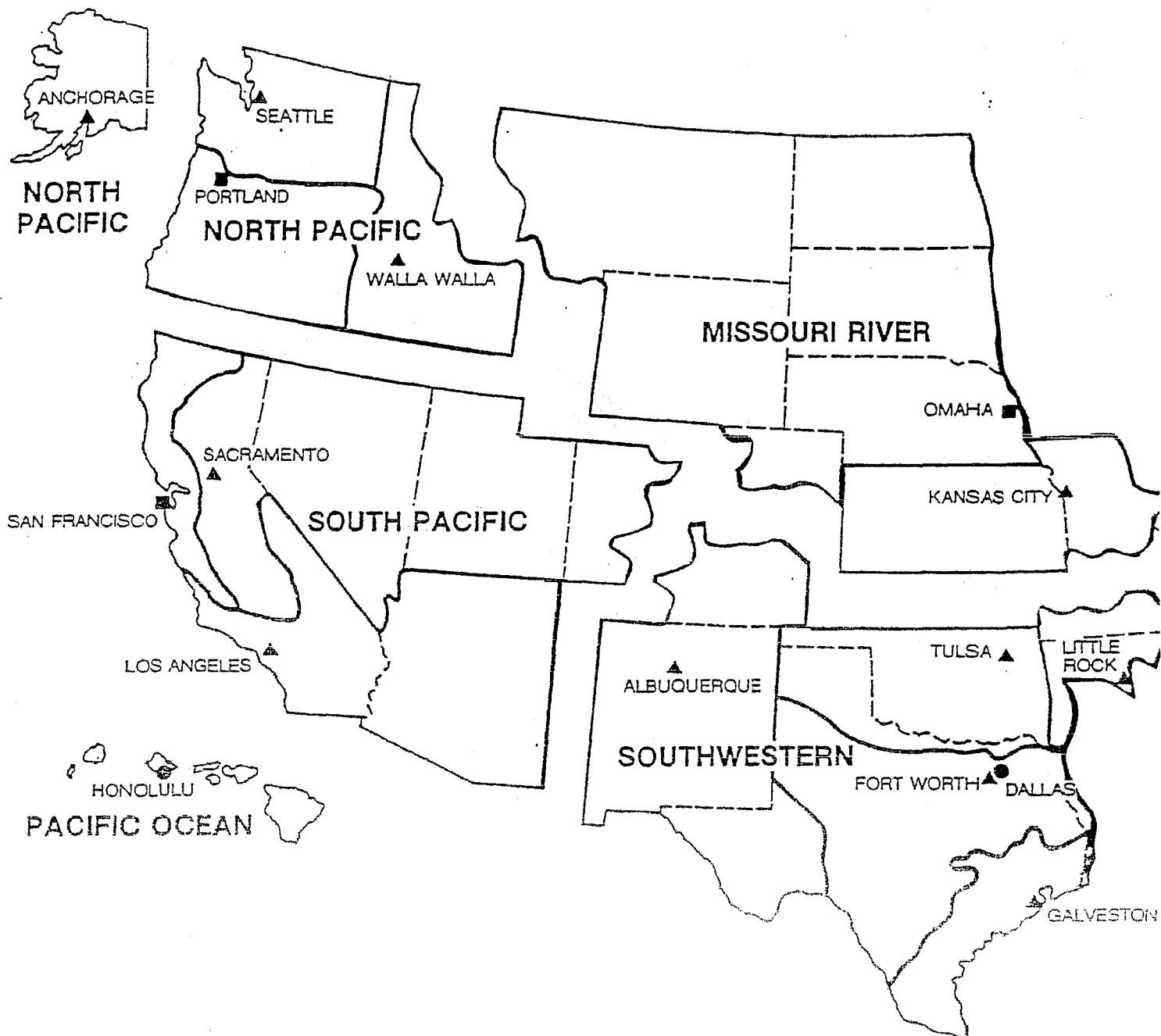
COUNTY OF: KING EDWARD STATE: MD

APPLICATION BY: FRED R. HARRIS

SHEET 2 OF 2 DATE 10-16-82

REV. 11-28-82

DIVISIONS AND DISTRICTS FOR REGULATORY ACTIVITIES



■ DIVISION AND DISTRICT HEADQUARTERS

● DIVISION HEADQUARTERS

▲ DISTRICT HEADQUARTERS

--- STATE BOUNDARIES

--- DISTRICT BOUNDARIES



After it flows the eastern bank of the Missouri River is regulated by the Omaha office.

LOCATIONS OF REGULATORY OFFICES

20

Address correspondence to:

The District Engineer
U.S. Army Engineer
District

Please include attention
line in address.

ALASKA

P.O. Box 898
Anchorage, AK
99506-0898
Attention: NPACO-RF
907/753-2712

ALBUQUERQUE

P.O. Box 1580
Albuquerque, NM
87103-1580
Attention: SWACO-OR
505/766-2776

BALTIMORE

P.O. Box 1715
Baltimore, MD 21203-1715
Attention: NABOP-R
301/962-3670
*Joint application with
New York, Maryland*

BUFFALO

1776 Niagara Street
Buffalo, NY 14207-3199
Attention: NCBCO-S
716/876-5454 x2313
*Joint application with
New York*

CHARLESTON

P.O. Box 919
Charleston, SC
29402-0919
Attention: SACCO-P
803/724-4330

CHICAGO

219 S. Dearborn Street
Chicago, IL 60604-1797
Attention: NCCCO-R
312/353-6428
*Joint application with
Illinois*

DETROIT

P.O. Box 1027
Detroit, MI 48231-1027
Attention: NCECO-L
313/226-2218
*Joint application with
Michigan*

FT. WORTH

P.O. Box 17300
Ft. Worth, TX 76102-0300
Attention: SWFOD-O
817/334-2681

GALVESTON

P.O. Box 1229
Galveston, TX 77553-1229
Attention: SWGCO-R
409/766-3925

HUNTINGTON

502 8th Street
Huntington, WV 25701-2070
Attention: ORHOP-F
304/529-5487
*Joint application with
West Virginia*

HONOLULU

Building 230, Fort Shafter
Honolulu, HI 96858-5440
Attention: PODCO-O
808/438-9258

JACKSONVILLE

P.O. Box 4970
Jacksonville, FL 32232-0019
Attention: SAJRD
904/791-1659
*Joint application with
Florida, Virgin Islands*

KANSAS CITY

700 Federal Building
601 E. 12th Street
Kansas City, MO 64106-2896
Attention: MRKOD-P
816/374-3645

LITTLE ROCK

P.O. Box 867
Little Rock, AR
72203-0867
Attention: SWLCO-P
501/378-5295

LOS ANGELES

P.O. Box 2711
Los Angeles, CA 90053-2325
Attention: SPLCO-R
213/688-5606

LOUISVILLE

P.O. Box 59
Louisville, KY 40201-0059
Attention: ORLOP-F
502/582-5452

*Joint application with
Illinois*

MEMPHIS

Clifford Davis Federal
Building
Room B-202
Memphis, TN 38103-1894
Attention: LMMCO-G
901/521-3471

*Joint application with
Missouri, Tennessee,
Kentucky*

MOBILE

P.O. Box 2288
Mobile, AL 36628-00001
Attention: SAMOP-S
205/690-2658

*Joint application with
Mississippi*

NASHVILLE

P.O. Box 1070
Nashville, TN 37202-1070
Attention: ORNOR-F
615/251-5181
*Joint application with TVA,
Tennessee, Alabama*

NEW ORLEANS

P.O. Box 60267
New Orleans, LA
70160-0267
Attention: LMNOD-S
504/838-2255

NEW YORK

26 Federal Plaza
New York, NY 10278-0090
Attention: NANOP-R
212/264-3996

NORFOLK

803 Front Street
Norfolk, VA 23510-1096
Attention: NAOOP-P
804/446-3652
*Joint application with
Virginia*

OMAHA

P.O. Box 5
Omaha, NE 68101-0005
Attention: MROOP-N
402/221-4133

PHILADELPHIA

U.S. Custom House
2nd and Chestnut Street
Philadelphia, PA
19106-2991
Attention: NAPOP-R
215/597-2812

PITTSBURGH

Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4186
Attention: ORPOP-F
412/644-4204
*Joint application with
New York*

PORTLAND

P.O. Box 2946
Portland, OR 97208-2946
Attention: NPPND-RF
503/221-6995
*Joint application with
Oregon*

ROCK ISLAND

Clock Tower Building
Rock Island, IL 61201-
2004
Attention: NCROD-S
309/788-6361 x6370
*Joint application with
Illinois*

SACRAMENTO

650 Capitol Mall
Sacramento, CA 95814-
4794
Attention: SPKCO-O
916/440-2842

ST. LOUIS

210 Tucker Blvd., N
St. Louis, MO 63101-1986
Attention: LMSOD-F
314/263-5703
*Joint application with
Illinois, Missouri*

ST. PAUL

1135 USPO & Custom
House
St. Paul, MN 55101-1479
Attention: NCSCO-RF
612/725-5819

SAN FRANCISCO

1455 MARKET STREET
SAN FRANCISCO, CA 94103
Attention: SPN-R
415-503-6800

SAVANNAH

P.O. Box 889
Savannah, CA 31402-0889
Attention: SASOP-F
912/944-5347
*Joint application with
Georgia*

SEATTLE

P.O. Box C-3755
Seattle, WA 98124-2255
Attention: NPSOP-RF
206/764-3495
Joint application with Idaho

TULSA

P.O. Box 61
Tulsa, OK 74121-0061
Attention: SWTOD-RF
918/581-7261

VICKSBURG

P.O. Box 60
Vicksburg, MS 39180-0060
Attention: LMKOD-F
601/634-5276
*Joint application with
Mississippi*

WALLA WALLA

Building 602
City-County Airport
Walla Walla, WA 99362-
9265
Attention: NPWOP-RF
509/522-6718
*Joint application with
Idaho*

WILMINGTON

P.O. Box 1890
Wilmington, NC 28402-
1890
Attention: SAWCO-E
919/343-4511
*Joint application with North
Carolina*

The Division Engineer
U.S. Army Engineer
Division

NEW ENGLAND

424 Trapelo Road
Waltham, MA 02254-9149
Attention: NEDOD-R
617/647-8338
*Joint application with
Massachusetts, Maine*

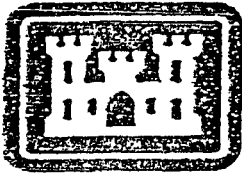
* WE WANT

TO HELP YOU

DO IT RIGHT...

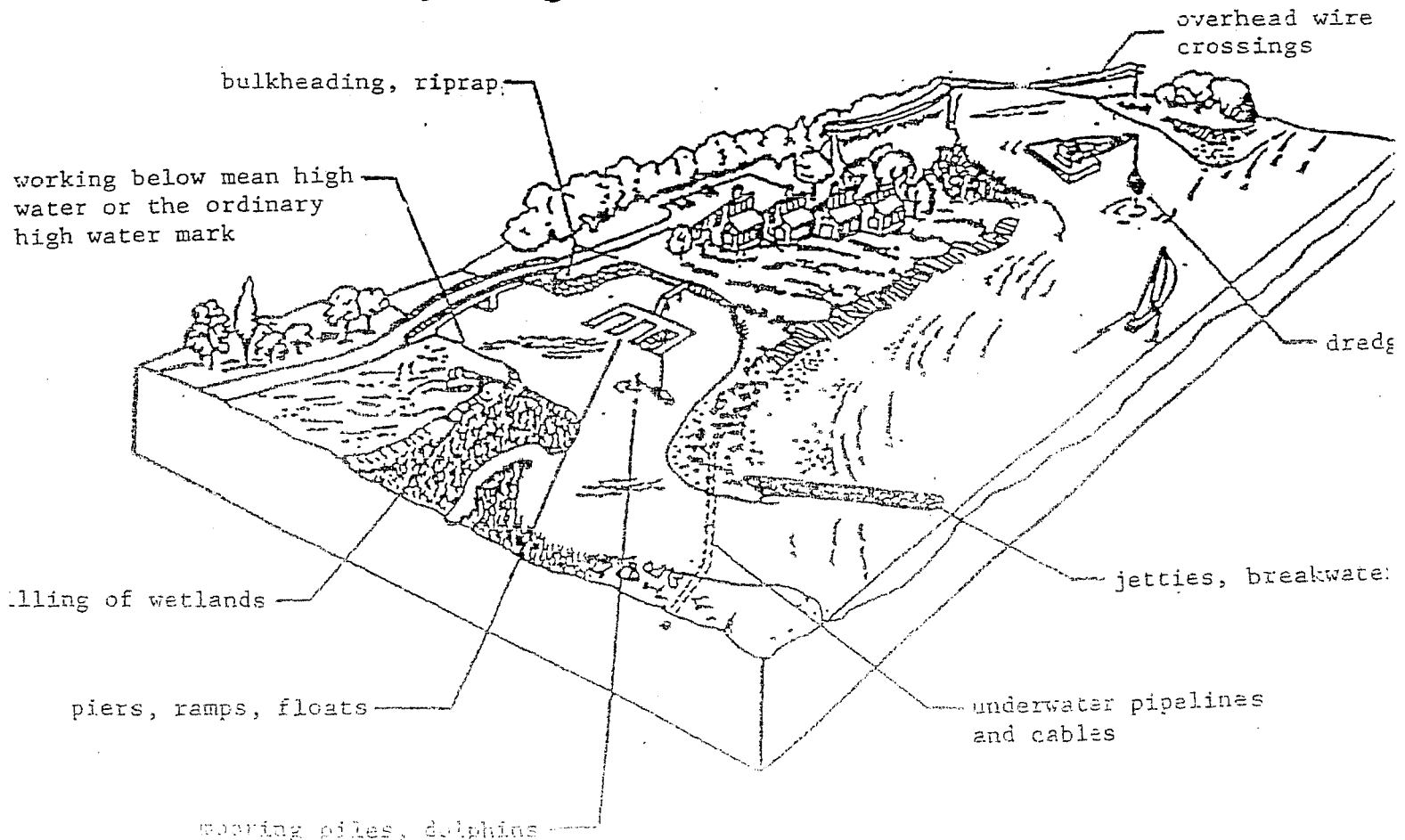
time and dollars. If you plan to work along the shoreline, in wetlands in areas behind levees or in the water please contact the Army Corps of Engineers. Why?

Our staff is here to provide you information, guidance and assistance if a Corps permit is required for your proposed work. Feel free to call us or drop us a line:



Department of the Army
San Francisco District
US Army Corps of Engineers (CESPN-R)
1455 Market Street, Regulatory Division, 16th Floor
San Francisco, CA 94103-1398

Below are example activities requiring a Corps permit. If in doubt, contact us before you begin work.



Instructions for Preparing a
Department of the Army Permit Application

Blocks 1 through 4. To be completed by Corps of Engineers.

Block 5. Applicant's Name. Enter the name and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 5.

Block 6. Address of Applicant. Please provide the full address of the party or parties responsible for the application. If more space is needed, attach an extra sheet of paper marked Block 6.

Block 7. Applicant Telephone Number(s). Please provide the number where you can usually be reached during normal business hours.

Blocks 8 through 11. To be completed, if you choose to have an agent.

Block 8. Authorized Agent's Name and Title. Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required.

Blocks 9 and 10. Agent's Address and Telephone Number. Please provide the complete mailing address of the agent, along with the telephone number where he / she can be reached during normal business hours.

Block 11. Statement of Authorization. To be completed by applicant, if an agent is to be employed.

Block 12. Proposed Project Name or Title. Please provide name identifying the proposed project, e.g., Landmark Plaza, Burned Hills Subdivision, or Edsall Commercial Center.

Block 13. Name of Waterbody. Please provide the name of any stream, lake, marsh, or other waterway to be directly impacted by the activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

Block 14. Proposed Project Street Address. If the proposed project is located at a site having a street address (not a box number), please enter it here.

Block 15. Location of Proposed Project. Enter the latitude and longitude of where the proposed project is located. If more space is required, please attach a sheet with the necessary information marked Block 15.

Block 16. Other Location Descriptions. If available, provide the Tax Parcel Identification number of the site, Section, Township, and Range of the site (if known), and / or local Municipality that the site is located in.

Block 17. Directions to the Site. Provide directions to the site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist in locating the site. You may also provide description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If a large river or stream, include the river mile of the proposed project site if known.

Block 18. Nature of Activity. Describe the overall activity or project. Give appropriate dimensions of structures such as wing walls, dikes (identify the materials to be used in construction, as well as the methods by which the work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on a fill, piles, or float-supported platforms.

The written descriptions and illustrations are an important part of the application. Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked Block 18.

Block 19. Proposed Project Purpose. Describe the purpose and need for the proposed project. What will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project. Give the approximate dates you plan to both begin and complete all work.

Block 20. Reasons for Discharge. If the activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control).

Block 21. Types of Material Being Discharged and the Amount of Each Type in Cubic Yards. Describe the material to be discharged and amount of each material to be discharged within Corps jurisdiction. Please be sure this description will agree with your illustrations. Discharge material includes: rock, sand, clay, concrete, etc.

Block 22. Surface Areas of Wetlands or Other Waters Filled. Describe the area to be filled at each location. Specifically identify the surface areas, or part thereof, to be filled. Also include the means by which the discharge is to be done (backhoe, dragline, etc.). If dredged material is to be discharged on an upland site, identify the site and the steps to be taken (if necessary) to prevent runoff from the dredged material back into a waterbody. If more space is needed, attach an extra sheet of paper marked Block 22.

Block 23. Description of Avoidance, Minimization, and Compensation. Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Block 24. Is Any Portion of the Work Already Complete? Provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet). If the work was done under an existing Corps permit, identify the authorization, if possible.

Block 25. Names and Addresses of Adjoining Property Owners, Lessees, etc., Whose Property Adjoins the Project Site. List complete names and full mailing addresses of the adjacent property owners (public and private) lessees, etc., whose property adjoins the waterbody or aquatic site where the work is being proposed so that they may be notified of the proposed activity (usually by public notice). If more space is needed, attach an extra sheet of paper marked Block 24.

Information regarding adjacent landowners is usually available through the office of the tax assessor in the county or counties where the project is to be developed.

Block 26. Information about Approvals or Denials by Other Agencies. You may need the approval of other federal, state, or local agencies for your project. Identify any applications you have submitted and the status, if any (approved or denied) of each application. You need not have obtained all other permits before applying for a Corps permit.

Block 27. Signature of Applicant or Agent. The application must be signed by the owner or other authorized party (agent). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).

DRAWINGS AND ILLUSTRATIONS

General Information.

Three types of illustrations are needed to properly depict the work to be undertaken. These illustrations or drawings are identified as a Vicinity Map, a Plan View or a Typical Cross-Section Map. Identify each illustration with a figure or attachment number.

Please submit one original, or good quality copy, of all drawings on 8½ x 11 inch plain white paper (electronic media may be substituted). Use the fewest number of sheets necessary for your drawings or illustrations.

Each illustration should identify the project, the applicant, and the type of illustration (vicinity map, plan view, or cross-section). While illustrations need not be professional (many small, private project illustrations are prepared by hand), they should be clear, accurate, and contain all necessary information.

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT (33 CFR 325)		OMB APPROVAL NO. 0710-0003 EXPIRES: 31 August 2012	
<p>Public reporting burden for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.</p>			
PRIVACY ACT STATEMENT			
<p>Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.</p>			
(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)			
1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
(ITEMS BELOW TO BE FILLED BY APPLICANT)			
5. APPLICANT'S NAME: First - Middle - Last - Company - E-mail Address -		8. AUTHORIZED AGENT'S NAME AND TITLE (an agent is not required) First - Middle - Last - Company - E-mail Address -	
6. APPLICANT'S ADDRESS. Address - City - State - Zip - Country -		9. AGENT'S ADDRESS Address - City - State - Zip - Country -	
7. APPLICANT'S PHONE NOS. W/AREA CODE. a. Residence b. Business c. Fax		10. AGENT'S PHONE NOS. W/AREA CODE a. Residence b. Business c. Fax	
STATEMENT OF AUTHORIZATION			
11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.			
_____ APPLICANT'S SIGNATURE		_____ DATE	
NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY			
12. PROJECT NAME OR TITLE (see instructions)			
13. NAME OF WATERBODY, IF KNOWN (if applicable)		14. PROJECT STREET ADDRESS (if applicable)	
		Address	
15. LOCATION OF PROJECT Latitude: °N Longitude: °W		City - State - Zip -	
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions) State Tax Parcel ID Municipality Section - Township - Range -			
17. DIRECTIONS TO THE SITE			

18. Nature of Activity (Description of project, include all features)				
19. Project Purpose (Describe the reason or purpose of the project, see instructions)				
USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED				
20. Reason(s) for Discharge				
21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:				
Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards		
22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions) Acres Or Liner Feet				
23. Description of Avoidance, Minimization, and Compensation (see instructions)				
24. Is Any Portion of the Work Already Complete? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, DESCRIBE THE COMPLETED WORK				
25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (If more than can be entered here, please attach a supplemental list). Address – City – State – Zip –				
26. List of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application.				
AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED DATE DENIED
* Would include but is not restricted to zoning, building, and flood plain permits				
27. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.				
_____ SIGNATURE OF APPLICANT		_____ DATE		_____ SIGNATURE OF AGENT
		_____ DATE		
The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.				
18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.				

APPLICANT: _____

DATE: _____

TEMPORARY FILE NO.: _____

I. PERMIT APPLICATION INFORMATION

Required by Permit Application Pamphlet (ER 1145-2-1) or by 33 CFR 320.

	OK	N/A	NEED	COMMENTS
1. <u>Applicant's signature</u>				
2. <u>Agent's signature</u>				
3. <u>Names and addresses</u> of adjoining property owners				
BASIC PROJECT INFORMATION				
Concise statement for each of the following:				
4. <u>Purpose and need of project</u>				
5. <u>Description of total project -</u> All elements of the full and complete project. If the proposal is reasonably related to another project in any way, applicant must state the relationship. If the project is one phase of a staged project or a link in a larger project, applicant must explain the overall proposal.				
6. <u>Fill (in Corps jurisdiction):</u>				
(a) Volume and area				
(b) Type and source of material				
(c) Method of placement				
7. <u>Dredge/Excavation:</u>				
(a) Volume and area				
(b) Type and source of material				
(c) Method of dredging/excavation				
(d) Location of disposal site Information for the Corps to determine upland or aquatic status of disposal site				
8. <u>Other work:</u> e.g., cofferdams, access roads, pilings, work areas, and all other structures included in project				



US Army Corps
of Engineers
San Francisco District

REGULATORY DIVISION

REVIEW OF PERMIT APPLICATION FORMS

This is a review checklist for Corps of Engineers use only. It is not a part of the permit application. A blank copy is included with your permit application to illustrate the way your permit application is reviewed for completeness as well as to assist you in insuring your permit application is complete. Do not submit this checklist with your initial permit application.

The purpose of this checklist is to IDENTIFY AND EXPLAIN ALL ITEMS NEEDED TO INITIATE THE PERMIT APPLICATION PROCESS. The San Francisco District receives a large number of permit applications to review for completeness. The initial screening is intended to be a brief process, so it is important to have all required information clear and accessible for quick evaluation to determine completeness. Once a permit application is received it is assigned to a PROJECT MANAGER, who is the applicant's primary point of contact during the permit application process. The San Francisco District aims to minimize delays during the evaluation of permit applications.

If your permit application lacks essential information, or if it appears deficient or not clearly understandable, the permit application may be returned to you with the missing or insufficient items identified and explained briefly. This should provide you with a clear indication of additional information required to insure your permit application is complete and allow you to revise your permit application and resubmit it to the Corps of Engineers.

If you have a question concerning completion of a returned permit application, please call the project manager assigned to your permit application.

IL DRAWINGS FOR CORPS' PUBLIC NOTICE

OK N/A NEED

COMMENTS

	OK	N/A	NEED	COMMENTS
1. Plan View Drawings				
(a) Drawings legible, complete, clear and of appropriate scale				
(b) Delineated project boundary.				
(c) Delineated project area to be filled, dredged or excavated				
(d) Elevation of fill, or depth of dredging / excavation at appropriate scale - datum stated				
(e) Water lines - Indicate elevation of water-line. Boundaries should overlay the project.				
• MLLW (mean lower low water) - all tidal areas				
• MHW (mean high water) - all tidal areas				
• HTL (high tide line) - all tidal areas.				
• OHW (ordinary high water) - for non-tidal streams and ponds				
• Wetland boundary (if any) - "proposed" or "Corps delineated" indicated				
(f) <u>Locations and dimensions</u> of any proposed structures				
(g) <u>Locations and dimensions</u> of any:				
• Borrow areas (areas where fill is excavated).				
• Cofferdams; dewatering ponds				
• Dredging areas				
• Disposal areas				
• Stockpiling areas				
• Work/Staging/Equipment areas (or other areas of temporary disturbance.)				

II. DRAWINGS FOR PUBLIC NOTICE (cont'd.)

	OK	N/A	NEED	COMMENTS
2. <u>Profile/Cross-Section drawings</u>				
(a) Drawings legible, complete, clear, and at appropriate scale.				
(b) Selected sections indicated on plan view drawings, e.g., A-A', B-B', C-C'). "Typical" or representative sections ok for larger projects, but <u>reference point</u> or <u>orientation</u> needed.				
(c) <u>Water lines</u> (see Plan Drawing. Indicate <u>elevation</u> of waterlines.)				
• MLLW (tidal waters)				
• MHW (tidal waters)				
• HTL (tidal waters)				
• OHWL (non-tidal waters)				
• Wetland boundary				
(d) <u>Dredging projects only</u> - proposed and existing bottom depths.				
(e) <u>All projects</u> - sufficient <u>linear dimensions</u> to calculate the volume and area quantities, based on both cross-section and plan views.				
3. <u>Location</u> of project on USGS quad sheet or regional map.				
4. <u>Drawing Format:</u>				
(a) 1" margin at top of sheet				
(b) North arrow				
(c) Scale				
(d) Datum - on both plan and section views				
(e) Title block - on all maps and drawings (Corps Format)				

III. JURISDICTIONAL AND COMPLIANCE INFORMATION

These are detailed Corps file documents, and are often at a size and scale showing greater technical detail than the Public Notice drawings. In some cases - especially small or simple projects - the Public Notice drawings may suffice for both purposes. Complex or large projects should generally provide all relevant information indicated below.

OK N/A NEED

COMMENTS

	OK	N/A	NEED	COMMENTS
1. Maps and Drawings for Corps				
<u>Jurisdictional Delineation</u>				
(a) Site location map (road map location).				
(b) USGS quad sheet showing project site.				
(c) Three maps of project site at 1" = 100' scale, showing separately:				
• Existing (pre-project) conditions.				
• Jurisdictional Delineation - distinguishing Section 10 and Section 404. [see (2) below]				
• Proposed (post-project) conditions.				
(d) Plan details of all fills and structures - large-scale, engineering drawings.				
(e) Cross-sections of all fills and structures - large-scale, engineering drawings.				
2. Jurisdictional Information -				
Map showing existing condition.				
(a) FOR TIDAL AREAS -				
• Mean high water elevation and boundary. (ONLY NGVD or MLLW AS DATUM !)				
• High tide line elevation and boundary. (ONLY NGVD or MLLW AS DATUM !)				
(b) FOR NON-TIDAL AREAS :				
• <u>Streams and Rivers:</u>				
Width of stream at OHW - Show OHW boundary shown in plan. For extensive projects, length of stream at approximately equal OHW widths shown.				
• <u>Ponds:</u> OHW Delineated.				
(c) FOR TIDAL AND NON-TIDAL WETLANDS :				
Proposed wetland boundary based on current Corps Manual for Wetland Delineation.				

	OK	N/A	NEED	COMMENTS
1. Site Plan (scale of 1' = 100') delineating project area; For very large projects a scale of 1" = 200' is acceptable				
2. Recent hydrographic survey referenced to MLLW with area to be dredged clearly delineated (signed by surveyor)				
3. Cross sections showing depths of dredging (including overdepth allowance)				
4. Equipment to be used				
5.				
6. For one-time project applications provide estimated quantity to be dredged				
7. For multi-year maintenance applications provide: (a) Estimate of yearly quantities to be dredged.				
(b) History of: • Dredge quantities				
• Depths of past dredging				

V. FACILITATING DOCUMENTS

Some or all of these documents are needed to complete the Corps permit process, but are not absolutely needed to begin it. If the information is available, or the status of pending documents is known, it is very advantageous for the applicant to submit the documents to the Corps as early as possible.

1. Mitigation and monitoring plan - to avoid, minimize or compensate for adverse impacts to wetlands or other aquatic resources.

2. Alternatives Analysis - 404(b)(1) for fills in Section 404 jurisdiction.

3. Regional Water Quality Control Board - certification or waiver (all applicants).

4. California Coastal Commission or BCDC - permit file number or consistency determination.

5. California Department of Fish and Game - stream alteration agreement.

6. EIR Document (State CEQA) - or Negative Declaration or land use planning documents.

7. EIS Document (Federal NEPA)

8. Hazardous Materials Assessments - any relevant state or federal documents.

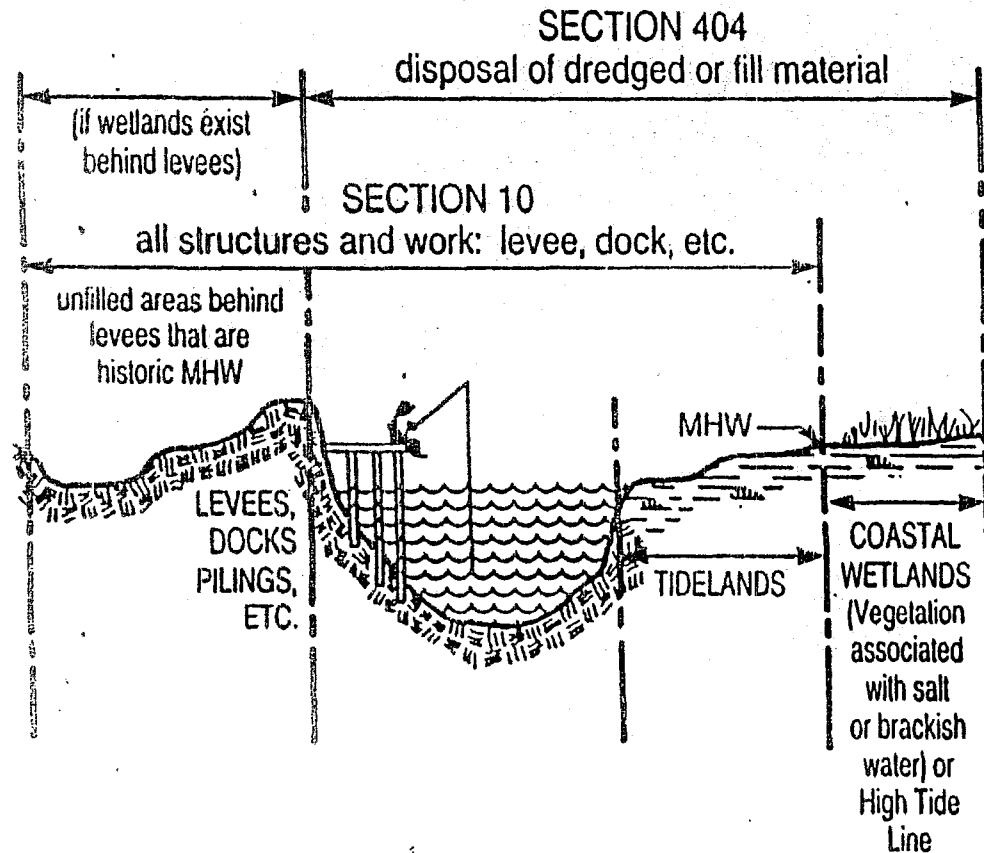
9. Surveys of Rare, Sensitive or Endangered Species - on or near the project site (state or federal lists).

10. Cultural Resources/Historic Properties Assessment

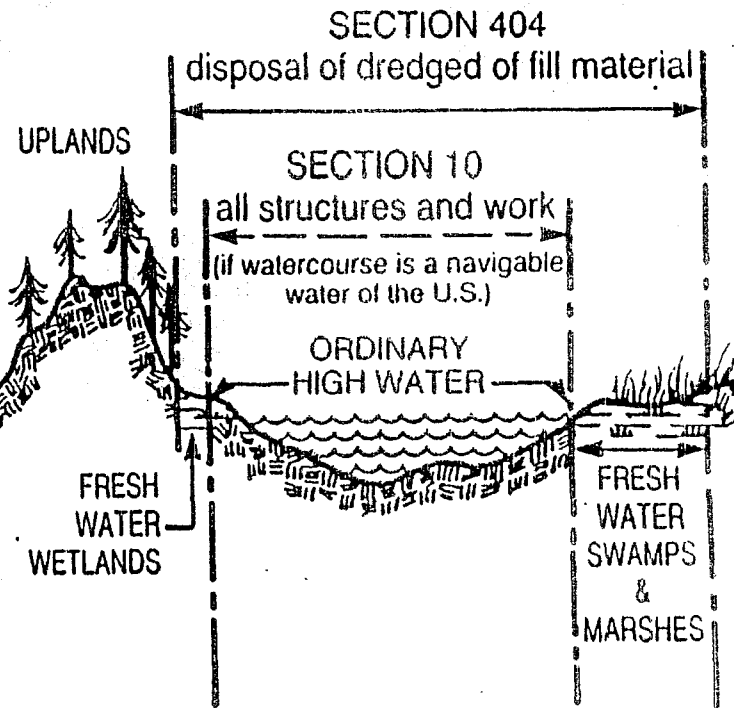
11. Results of sampling and testing as per PN 93-2 or 1991 Green Book as appropriate (dredging projects only).

Scope of Corps Regulatory Jurisdiction

TIDAL WATERS



FRESH WATERS



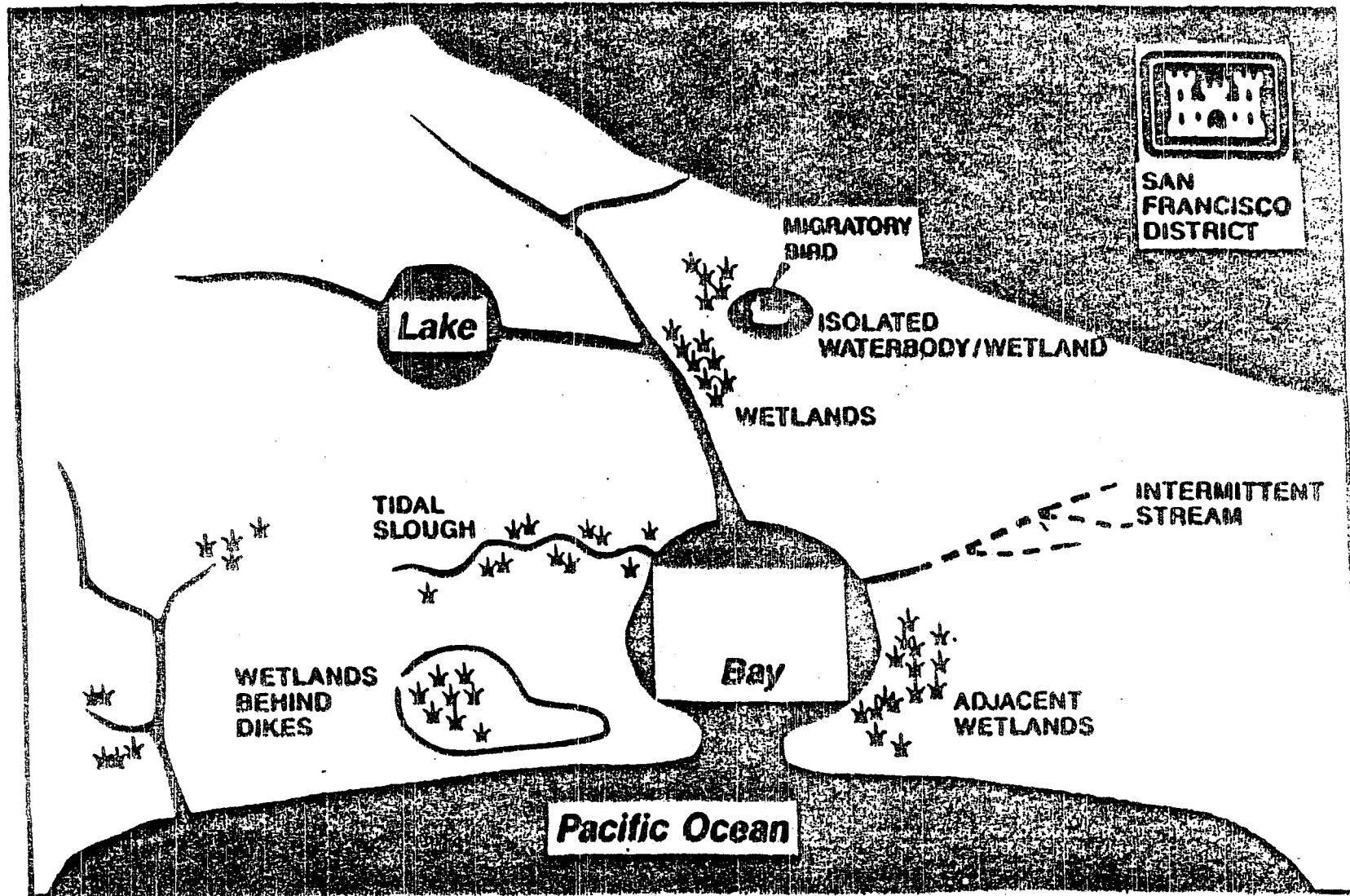
US Army Corps
of Engineers
San Francisco District

NOTE:
IN ADDITION TO SECTIONS 10 AND 404 JURISDICTIONS,
THE CORPS REGULATES THE TRANSPORTATION OF
DREDGED MATERIAL FOR THE PURPOSE OF DISPOSING
INTO OCEAN WATERS (SECTION 103).



Regulatory Division
1455 Market Street, 16th Floor
San Francisco, CA 94103-1398

Waters of the United States (Section 404 Clean Water Act)





US Army Corps
of Engineers

Regulatory Division
1455 Market Street, 16th Floor
San Francisco, CA 94103-1398

A SPECIAL NOTE TO APPLICANTS

Advanced discussions, other agencies, alternatives analysis

Discuss your project

Potential applicants for Corps authorization for work of any major impact are advised to discuss their plans and permit procedures with a member of the Regulatory Branch prior to submittal of an application. The Branch is located at 333 Market Street, San Francisco, on the eighth floor. The telephone number is (415) 977-8462. For work in Humboldt or Del Norte Counties, you can also call our Eureka Resident Office at (707) 443-0855.

Other permits required

An applicant requiring a Corps permit and either a California Coastal Commission or San Francisco Bay Conservation and Development Commission approval must have an accepted application file number from one of those State agencies before an application to the Corps will be accepted. This will expedite the permitting process and allow for concurrent processing, using the same information, by different agencies. The applicant need not obtain the State permit itself but must have an accepted application before filing one with the Corps. The applicants should also contact the appropriate Regional Water Quality Control Board for a water quality certification or a waiver thereof.

Discussion with other agencies

Applicants for permits for work which may have major environmental impacts (such as placement of fill or dredged material on wetlands or other valuable aquatic areas) are advised that such work will be thoroughly evaluated from the standpoint of its environmental effects. In making such evaluations the Corps gives full consideration to comments provided by other interested Federal

and State agencies that have concerns in the area of such impacts. Applicants who are proposing this type of work are therefore strongly urged to discuss their projects with the staff of such agencies before finalizing their plans. Such discussions will provide opportunities for the agencies to make known their concerns and to suggest features which might be included in the project to reduce or alleviate environmental impacts. The specific agencies which should be contacted are listed on the back of this page. To aid the applicant, the Corps hosts monthly Inter-agency meetings to discuss and provide constructive comments to proposed projects before formal application is made. We encourage you to take advantage of these informal meetings since we believe that they will save time.

Alternatives Analysis

If your proposal involves the discharge of dredge or fill material into the "Waters of the United States" you must provide an alternatives analysis to demonstrate there are no practicable alternatives to the discharge. If the discharge is in a "special aquatic site" (i.e., Wetlands, mudflats, vegetated shallows, and riffle and pool complexes), and your project is not a water-dependent project it is presumed practicable alternatives exist. For further details on alternatives analysis, please contact us.

State agencies

California Regional Water Quality Control Board (RWQCB)

For certification and waste discharge

North Coast Region
5550 Skyline Blvd., Suite A
Santa Rosa, Ca. 95403
707-576-2220

California Regional Water, Quality Control Board
San Francisco Bay Region
ATTN: Water Quality Certification
1515 Clay Street, Ste 1400
Oakland, CA 94612
510-622-2300

Central Coast Region
81 Higuera Street, #200
San Luis Obispo, Ca. 93401
808-549-3147

California Department of Fish and Game For Streambed Alteration Agreements

Region 3
P.O. Box 47
Yountville, Ca. 96001
707-944-5500

Region 1
P.O. Box 1480
Redding, Ca. 96001
916-225-2300

Marine Resources Laboratory
411 Burgess Drive
Menlo Park, Ca. 94025
415-326-0324
(for coastal work)

California State Lands
Commission
100 Howe Avenue, Suite 100-South
Sacramento, Ca. 95814
(permits or leases on any state land)

San Francisco Bay Conservation
and Development Commission
50 California Street, Suite 2600
San Francisco, California 94111

415-557-3686
(permits in the San Francisco Bay area)

Humboldt Bay Harbor, Recreation
& Conservation District (HBHRCD)
P.O. Box 134
Eureka, Ca. 95501
707-443-0801
(permits for work in the Humboldt Bay
area)

California Coastal Commission (CCC)

Permits for work in the coastal zone

North Coast Area
45 Fremont Street, Suite 2000
San Francisco, Ca. 94105
415-904-5200

Central Coast Area
701 Ocean Street, Room 300
Santa Cruz, Ca. 95060
408-426-7390

Federal Agencies

U.S. Environmental Protection
Agency, Region IX
75 Hawthorne Street
San Francisco, Ca. 94105
415-744-1962

U.S. FISH AND WILDLIFE SERVICE
SACRAMENTO FISH & WILDLIFE OFFICE
2800 COTTAGE WAY, W-2605
SACRAMENTO CA 95825
916-414-6600

National Marine Fisheries Service
Environmental Assessment
Branch
777 Sonoma Avenue, Room 325
Santa Rosa, Ca. 95404
707-575-6050

U.S. Coast Guard, 11th District
Coast Guard Island, Building 50-6
Alameda, Ca. 94501-5100
Office of aids to navigation (OAN)
415-437-2982
Marine Environmental Protection (DPL)
415-437-3514

